



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

MINUTES

DOC Privacy Protection Team DOC Breach Incident Response Team

July 26, 2018

2:00 – 3:30 p.m.

DOC Central Office
3099 E. Washington Ave.
Madison, WI
First Floor, Room 1M-D
(Please check in at Reception desk)

Contact: Linda Eggert
Phone: 608-240-5409
Email: linda.eggert@wisconsin.gov

The DOC Privacy Protection Team (PPT) and DOC Breach Incident Response Team (BIRT) will meet to consider DOC business involving privacy, confidentiality and breach incident reports and response. The committees will meet in open session and may go into closed session pursuant to Wis. Stats. 19.85 (f) and/or (g), to review privacy breach incident reports.

Agenda

- I. Welcome/Announcements/News

Attending: Chair Linda Eggert, Office of Records Management, Privacy Officer; Makda Fessahaye, Office of Legal Counsel, Attorney; Nathan Harper, Bureau of Technology Management, Business Services Director; Donna Harris, Division of Community Corrections, Assistant Regional Chief; Mike Saunders, Division of Adult Institutions, Assistant Security Chief.

Absent: Gloria Marquardt, Formerly Bureau of Health Services; Tim Reneau-Major, Budget Director, Division of Juvenile Corrections; Deb France, Bureau of Personnel and Human Resources, HR Section Chief.

Eggert announced Nathan Harper will no longer sit on PPT/BIRT due to the hiring of a new BTM Director who will replace him. Eggert thanked Nathan for his expertise and service to the PPT and BIRT. Eggert also announced Deb France is vacating her seat on the Team due to her new state shared services work duties; Gloria Marquardt has retired and her seat is under review by BHS.

II. Review of meeting minutes 5-30-18

The Privacy Protection Team/Breach Incident Response Team (BIRT) unanimously approved the meeting minutes.

III. Updates on draft DMS policy for protecting confidential information; update on revision of ORM-01

Eggert stated work on both a new DMS policy on managing confidential information and a revised ORM-01 is still underway.

IV. Update on 2017 Post Privacy Breach Incident without PHI Report to Executive Leadership

Eggert stated the report was with the Deputy Secretary for review.

V. Update on Privacy Awareness training module

Eggert stated the special note regarding a revision to Executive Directive-75 and related terminology was recently disseminated to all DAI employees and new employees via the Training Center.

VI. BTM privacy-security related updates – Nathan Harper

Harper had no updates but announced BTM has hired a new Bureau Chief, Tom Johnson, who will officially start duties July 30th.

VII. Other business

None

VIII. Privacy breach incident reviews and updates (Breach Incident Response Team- all in attendance)

All members of the Privacy Protection Team (PPT) present convened an open Breach Incident Response Team meeting to review DOC-2721 reports and related updates.

**** CLOSED SESSION ****

The Privacy Protection Team and Breach Incident Response Team may move to go into closed session, pursuant to Wis. Stats. 19.85 (f), considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations....and/or (g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, regarding review of DOC privacy breach incident reports and possible action:

- a. 2721 Breach incident reports without protected health information – Linda Eggert, Privacy Officer, Office of Records Management
 - DOC-2721 4-25-18 Division of Community Corrections-Region 2 #2018-009 – “Low” risk; BIRT report sent 7-03-18
 - DOC-2721 5-7-18 Division of Juvenile Corrections, Office 360 #2-18-010-Closed
 - DOC-2721 5-14-18 Division of Community Corrections Region 1 #2018-011-Closed
 - DOC-2721 5-24-18 Division of Juvenile Corrections, LHS-CLS #2018-012-Post “Low” risk; BIRT report pending.
 - DOC-2721 7-5-18 Division of Adult Institutions, Taycheedah Correctional Institution #2018-013; BIRT report sent 7-17-18
 - DOC-2721 7-18-18 Division of Adult Institutions, Fox Lake Correctional Institution #2018-014

Regarding #2018-014, the BIRT agreed by general consensus that there was an unauthorized acquisition of personal information and to recommend DOC

notify the subject of the information involved in the incident and offer a remedy of identity theft prevention/credit monitoring services.

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC AND MAY BE CANCELLED WITHOUT NOTICE

Times listed for meetings items are approximate and depend on the length of discussion. In order to confirm a meeting or to request a complete copy of the agenda, please contact the listed contact person.

ACCESSIBILITY: Any person wishing to attend who requires special accommodations should contact the person listed above before the scheduled meeting time.